



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**National Capital Region**  
DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



**PUBLICATION OF EXISTING VACANT POSITIONS**  
**as of August 13, 2021**  
(Pursuant to RA 7041)

Applicants must meet the minimum requirements of the vacant position(s) and shall apply online at <https://services.ncr.dole.gov.ph/ejap> on or before **August 27, 2021**.

**Requirements :**

1. All applications must be submitted online otherwise it will not be acted upon.
2. Application Letter and properly accomplished Personal Data Sheet (PDS) with recent passport size picture and Work Experience Sheet (WES) must be uploaded in Portable Document Format (PDF) file.

Please address your application letter to :

**ATTY. SARAH BUENA S. MIRASOL**  
Regional Director  
DOLE-NCR  
967 DOLE-NCR Bldg.  
Maligaya St. Malate, Manila

**\*PDS and Work Experience Sheet may be downloaded at : <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>**

3. Only shortlisted applicants that applied online will be notified through the given email address and must submit the following additional documentary requirements :
  - a) Certificate of Eligibility (CSC / RA 1080 / PD 907)
  - b) Transcript of Records
  - c) Diploma
  - d) Copy of latest Performance Rating (IPCR) for government employee applicants.
  - e) Certificate of Employment with statement of actual duties and responsibilities
  - f) Certificate of training/seminars attended
4. All applicants will be notified through text or email on the status of their job application/s. Please make sure that you have provided the correct contact information in your application.

Requested by:

  
**ATTY. SARAH BUENA S. MIRASOL**  
Regional Director

Website: [www.ncr.dole.gov.ph](http://www.ncr.dole.gov.ph) Email: [dolencr2008@yahoo.com](mailto:dolencr2008@yahoo.com); [dolencr2008@gmail.com](mailto:dolencr2008@gmail.com) Telefax: 8400-6242/8400-6241/8400-3918/8303-0367

**CAMANAVA FIELD OFFICE**

5<sup>th</sup> Flr. Araneta Square Center, Monumento Circle, Caloocan City  
☎ 8282-1842; 8283-5044; 8367-3188 (fax)

**PAPAMAMARISAN FIELD OFFICE**

4<sup>th</sup> Flr., No. 17 Rudgen Bldg., Brgy. San Antonio, Pasig City  
☎ 8477-3630; 8534-3893

**MANILA FIELD OFFICE**

4/F DY International Bldg., 1650 Gen. Malvar cor. San Marcelino, Malate, Manila  
☎ 8302-9270; 8244-1318; 8244-1532; 8302-9269 (fax)

**MUNTAPARLAS FIELD OFFICE**

263 Valenzuela Bldg., Alabang-Zapote Rd. Pamplona, Las Piñas City  
☎ 8815-0086; 8808-6165; 8808-0422 (fax)

**MAKATI-PASAY FIELD OFFICE**

2<sup>nd</sup> Flr., ECC Bldg., Sen. Gil Puyat Ave., Makati City  
☎ 8772-8210; 8800-7211; 8336-5062 (fax)

**QUEZON CITY FIELD OFFICE**

4<sup>th</sup> Flr., Arcadia Bldg., Quezon Ave., Quezon City  
☎ 8921-4973; 8376-5983(fax)